ASSAM

Administration:- There was no change in the Administrative set up of the Assam Secretariat Record Office.

A proposal however has been submitted to the Governmentfor construction of a building for the State Archives at Dispur, Gauhati.

Budget:- The Record Branch being part and parcel of Secretariat Administration Department there is a practice to make consolidated budget provision for the Department as a whole. Figures for Record Branch exclusively are therefore not available.

Building:- The staff as well as Records are accomoted in Government buildings.

Record Management:- Records of the Government Departments pertaining to Appointment, Home , Revenue and T.A.D. were appraised, out of which 12 percent of records were marked for retention. No retention schedule was followed while examining the records.

Research and Reference: In all 25 scholars availed themselves of the research facilities. While 186 records by government agencies and 2501 records by research scholars were requisitioned.

Reference Media:- Preliminary work on Reference Media was taken up.

Publication Programme:- The programme for publication is proposed to be taken up as soon as the State Archives is set up.

Preservation of Records:- 120 records were flattened. 370 sheets were repaired and 180 volumes were bound.

Photo Duplication:- The State Archives does not possess a "Microfilming Unit" of its own.

Library:- 148 books were acquired during the period under review.